

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 6, 2013
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The November 6, 2013 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 3:05 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Scott Baker and Sharon Doersching.

Staff Members: Zeke Jackson, Village Administrator, Robert Kufrin, Consultant, Steve Mann, Facilities Manager, and Janal Suppanz, Administrative Assistant.

Others: John Lorona, Jordon Burress and Paige Funkhouser.

Comments, correspondence and concerns from the public:

Lienau asked if anyone wished to address a non-agenda item. Paige Funkhouser pointed out that Denise Bhirdo had requested that the SBAA consider taking over the Village-Wide Rummage Sale in 2015. The SBAA may be willing to initiate a sidewalk sale in conjunction with the rummage sale but really has no desire to take the rummage sale over in its entirety as it would take too much staff time.

Lienau noted that a copy of an e-mail from Katie Jurowski to Representative Garey Bies was included in the meeting packets. In her e-mail Ms. Jurowski complains about several aspects of Fall Fest and also suggests some solutions to the issues she has complained about. This issue has been referred to the SBAA.

Approval of minutes as published:

A motion was made by Doersching, seconded by Baker that the minutes for the October 2, 2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 5. Discussion regarding the pavilion project:

Kufrin and Jackson recently met with the pavilion donors and the architect working on the pavilion project, and modifications have been made to the specifications for the lighting system and some of the other components and features of that structure. An Advertisement For Bids has been published, and that document does allow for bid alternates. Bids will be due just before Thanksgiving, but it is quite likely that a bid extension will be granted until December 5, 2013. A pre-bid meeting was conducted recently and several contractors did attend that meeting.

Item No. 6. Discussion regarding the beach project:

Bids for the beach project were opened at 2:00 P.M. this afternoon. Two bids were received, and unfortunately both of them came in two times higher than had been anticipated. The bids which were received have been sent to the consultants from JJR for review and comment, but Kufrin anticipates that they both will be rejected because they do not satisfy budgetary constraints. Mike Kahr informed Kufrin that he did not submit a bid for the project because he is just too busy, but did state that he would be willing to

1 collaborate with Village officials on coming up with an alternate beach design.

2
3 **Item No. 12. Discussion regarding the construction work around the Post Office and**
4 **Village Hall and discussion regarding installation of a handrail at the Village Hall:**

5 Kufrin pointed out the designated locations for new sidewalks in the vicinity of the Post
6 Office and Village Hall. The suggestion has been made that a handrail be installed at the
7 Village Hall. Kufrin asked that the Committee members think about the type of landscaping
8 and railing they would like to see at the Village Hall and be prepared to voice their
9 opinions at a future meeting.

10
11 **Item No. 7. Discussion regarding the “Go Bo Treatment Trail”:**

12 John “Topher” Lorona made a presentation regarding a very unique fundraiser, the “Go Bo
13 Treatment Trail”, a 200 mile, 9 day bike ride/walk/run honoring Bo Johnson and
14 Christopher “Teo” Lorona, a pair of spirited, strong and fearless young men from Door
15 County, who recently received treatment for childhood cancer at Children’s Hospital of
16 Wisconsin. The event will start at Children’s Hospital on Saturday, June 14, 2014 and will
17 conclude in Sister Bay on Sunday, June 22, 2014. There will be stops in nine different
18 cities along the “trail”, and in each of those cities fund raisers and 5K run/walks will be
19 conducted. Lorona is requesting that Village officials allow the organizers of the “Go Bo
20 Treatment Trail” to utilize some Village properties and streets for the previously mentioned
21 event. A large tent would be erected in Waterfront Park on Saturday, June 21, 2014, but
22 the run/walk and related activities, such as a pig roast, performances by local bands, and
23 show casing of local shops and restaurant product and food offerings, would not actually
24 take place until Sunday, June 22, 2014. The starting line for the Sister Bay 5K run/walk
25 would be out at the Sports Complex, and the finish line would be in the Marina Overflow
26 Parking Area. Lorona realizes that there is a possibility that there may be a Door County
27 Baseball League game conducted at the Sports Complex on June 22, 2014, and if that
28 happens he and his wife, Amy, will see that the registration table and tent as well as all
29 banners are down by 12:30 P.M. They will also encourage participants to park closer to
30 the downtown area so that congestion does not occur. Amy Lorona has requested that the
31 SBAA consider sponsoring the “Go Bo Treatment Trail”, and her request will be addressed
32 at tomorrow’s SBAA Board Meeting.

33
34 The Committee members indicated that they believe the “Go Bo Treatment Trail” is a
35 “wonderful thing” and are happy to see that Lorona and his associates want to bring such
36 an event to Sister Bay.

37
38 *A motion was made by Doersching, seconded by Baker that approval is granted for the*
39 *final leg of the “Go Bo Treatment Trail” to be conducted in Sister Bay on Sunday, June 22,*
40 *2013. Since this event is being sponsored by a non-profit organization which is based in*
41 *Sister Bay, use fees will be waived, and if the SBAA does decide to sponsor the event, all*
42 *required security deposits will also be waived. Motion carried – All ayes.*

43
44 **Item No. 8. Discussion regarding the YMCA proposal for Teen Center programming:**

45 The Committee members pointed out that they like what is happening at the Teen Center
46 but realize there is a shortage of adult volunteers, and since they were so happy with the
47 other YMCA collaborative programming thought it would be a good idea to look into
48 programming options for the Teen Center. To that end Jordan Burrell, the Youth
49 Coordinator at the YMCA, and Deb Anderson of the Teen Center Board were asked to

1 attend this meeting to do some “brainstorming”. A program proposal from the YMCA had
2 been included in the meeting packets and the Committee members jointly reviewed that
3 document. The Committee members pointed out that \$2,000 has been budgeted for YMCA
4 Teen Center programming. They had envisioned all that funding being used to pay for
5 YMCA counselors’ wages, not for supplies or food.

6
7 *Burress was asked to prepare a revised proposal which addresses the need for additional*
8 *on-site counselors at the Teen Center on Saturday evenings from December 7, 2013*
9 *through May 3, 2014, (excluding December 28th, March 8th and March 15th). That proposal*
10 *will be reviewed at the December Parks Committee Meeting.*

11
12 **Item No. 9. Discussion regarding the availability of the Village Hall and parks around the**
13 **4th of July holiday:**

14 *It was the consensus that since it is so busy around the 4th of July holiday the Village Hall*
15 *and parks shall not be rented out on the weekends before or after July 4, 2014. If someone*
16 *does express interest in renting out any facilities on those weekends they shall be instructed*
17 *to present a formal proposal to the Parks Committee.*

18
19 **Item No. 10. Discussion regarding a change in location for the Coastal Byways kiosk:**

20 The Coastal Byways Commission has asked that Village officials consider changing the
21 designated location for the Coastal Byways kiosk as it will not be very visible from the
22 highway. They understand that no permanent location will be designated for the kiosk until
23 all the highway reconstruction work has been completed. It was the consensus that the
24 Committee members shall give this issue some thought and be prepared to address it at a
25 future meeting(s).

26
27 **Item No. 13. Discussion regarding potential Parks Department vehicles, and, in**
28 **particular, a Polaris Brutus:**

29 The Finance Committee has decided that \$25,000 shall continue to be set aside per year
30 for replacement of the “trackless”, but is suggesting that a portion of the reserves which
31 have already been established for “trackless” replacement be used to purchase a Polaris
32 Brutus. That piece of equipment could be utilized for clearing of snow, which would
33 eliminate wear and tear on the “trackless”, but it also has a brush attachment, which would
34 be very helpful at the ice rink. In the summer months it could be used in the parks and at
35 the Sports Complex.

36
37 *A motion was made Clove, seconded by Baker that a Polaris Brutus or similar piece of*
38 *equipment with attachments shall be purchased as soon as possible. The cost of the Brutus*
39 *shall not exceed \$29,000, and the funds for that purchase shall be withdrawn from the*
40 *Trackless Replacement Reserve Account. Motion carried – All ayes.*

41
42 *A motion was made by Clove, seconded by Doersching that once the previously*
43 *mentioned piece of equipment has been purchased and is being fully utilized by*
44 *Maintenance Department employees, the Village Administrator shall “surplus” the old Jeep*
45 *which is out at the ice rink and see that any funds received are deposited into the Trackless*
46 *Replacement Reserve Fund. Motion carried – All ayes.*

Item No. 15. Report from Steve Mann on fall and winter activities:

Mann gave an oral report regarding the following issues:

1. The Town of Sevastopol recently rented the Village's aerator. Gibraltar School also used it.
2. The Marina has been "put to sleep for the winter". Lights still need to be extinguished and bubblers installed.
3. Work is commencing on erection of Christmas lights and decorations. Mr. and Mrs. Ed Miessner donated a large Christmas tree and it is very nice.
4. Emery and June Koehler have donated a large wreath as well as a lighted sleigh and reindeer to the Village.
5. Several memorial benches have already been removed in anticipation of work commencing on the beach project.

Jackson was asked to see that "thank you" letters are sent to Mr. and Mrs. Miessner and Mr. and Mrs. Koehler ASAP.

Item No. 1. Discussion regarding TKH operations for 2013-2014:

For this season the Peninsula Pacers will be managing the ice rink and Wendy Tatzel will be working as the Assistant Rink Manager. Jackson asked how many employees the Committee would like to see working at the rink this season, and it was the consensus that two additional employees shall be hired. A motion was made by Clove, seconded by Baker that the Assistant Ice Rink Manager shall be paid up to \$15 per hour, returning employees shall be paid up to \$12 per hour and new employees shall be paid \$10 per hour. Motion carried – All ayes.

Item No. 2. Consider a motion to convene into closed session pursuant to Wis. Stats. §19.85(1)(c) to discuss personnel and employee compensation; and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:

At 4:15 PM a motion was made by Lienau, seconded by Doersching that the Parks Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee compensation, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on the motion, and the Committee members voted in the following fashion:

*Baker – Aye;
Clove – Aye;
Lienau – Aye;
Doersching – Aye.*

Motion carried.

Item No. 3. Consider a motion to reconvene into Open Session:

At 4:44 PM a motion was made by Lienau, seconded by Clove that the Parks Committee reconvene into Open Session. A roll call vote was taken on that motion, and the Board members again voted in the following fashion:

*Baker – Aye;
Clove – Aye;*

Lienau – Aye;
Doersching – Aye.

Motion carried.

Item No. 4. Consider a motion to take action, if required:

No formal action was taken.

Item No. 16. Discussion on other parks and streets activities:

The Committee members indicated that they are not happy with the existing detour signage and have heard a lot of complaints that it is not descriptive enough and is very confusing. Mann was asked to see that clear and concise detour signage is erected on the highways and throughout the downtown area ASAP.

Item No. 11. Discussion regarding ground cover plantings in low traffic areas within the Village:

Item No. 14. Discussion regarding maintenance of the Marina Building:

Due to time constraints neither of these agenda items were addressed.

Item No. 17. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee:

It was the consensus that the following items shall be addressed at a future Parks Committee Meeting:

- 1. Discussion regarding installation of a handrail at the Village Hall.*
- 2. Discussion regarding new landscaping in front of the Village Hall and Post Office.*
- 3. Discussion regarding the YMCA proposal for Teen Center programming.*
- 4. Discussion regarding ground cover plantings in low traffic areas within the Village.*

Adjournment:

At 4:59 P.M. a motion was made by Lienau, seconded by Doersching to adjourn the meeting of the Parks Committee. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant